

CONFIDENTIAL  
Security Information

10 September 1952

PERSONNEL DIRECTOR MEMORANDUM NO. 43-52

SUBJECT: PERSONNEL EVALUATION REPORT PROCEDURES

REFERENCES: (a) CIA Regulation [ ] dated 1 August 1952  
(b) CIA Notice [ ] dated 1 August 1952  
(c) CIA Notice [ ] dated 1 August 1952

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1. This memorandum supplements the referenced instructions by prescribing interim procedures for notifying operating officials of Personnel Evaluation Reports due during the initiation of the program (Phase 2) and for the routing of completed reports within the Personnel Office.

2. The Transactions and Records Branches are responsible for notifying the office concerned of the due date of a Personnel Evaluation Report. Service Record Cards (SF-7) will be tabbed to indicate initial and annual report dates as follows:

a. From 1 October through 31 December 1952, annual reports will be prepared in accordance with the evaluation schedule in CIA Notice [ ] for each individual who will have completed a minimum of nine months service as of 1 October 1952.


b. Effective 1 October 1952, initial reports will be prepared for each individual who completes his first nine months of service with the Agency as of the date such service is completed.

c. Effective 1 June 1953, annual reports will be prepared on the anniversary of each individual's entrance on duty date.

3. Form No. 37-451A, Routing and Action Slip for Personnel Evaluation Reports, shall serve as a notification to the office concerned of the due date of a report. This form shall be prepared in duplicate by the appropriate Transactions and Records Branch and the original forwarded to the Evaluation Officer of the office concerned. The copy will be retained for follow-up on the return of the completed report and will be destroyed when the report is received for filing.

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4. Completed reports delivered to the Transactions and Records Branch will be noted on the suspense copy of the Form 37-151A and forwarded to the Placement Branch for review and necessary action. After processing in the Placement Branch, reports will be returned to the Transactions and Records Branch for filing.

  
GEORGE E. MELSON  
Personal Director

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